

ANNOUNCEMENT

DEPARTMENT OF ADMINISTRATION

Effective: July 1, 2001

Destroy Date: June 30, 2002

FY02 RATES STATE RECORDS CENTER BUREAU OF DOCUMENT SERVICES

Rates for storage and retrieval of paper records, microfilm and electronic media will not increase in FY2002. Operational efficiencies coupled with increased capacity allow us to hold the line on rates next year despite increased costs for salaries and fringe benefits.

Effective July 2001, retrieval and return of boxes and/or files will again be treated as a single transaction for billing purposes. Last year we tried separating retrieval and return of a box or file as two separate transactions. During the year we found that the extra work associated with this change as well as the inequities that the change created exceeded the benefits we expected.

Use of the State Records Center remains an excellent value for storage of semi and inactive state records that must be retained. It is estimated that state agencies can save on average **\$12.61** per year for **each cubic foot** of records compared to the cost of storing these records in Class A office space.

Storage of electronic media at the State Records Center, particularly backup media from computer systems, should be part of each agency business resumption/disaster recovery plan. Dispersal of electronic media minimizes the risks associated with losing information or the costs associated with potentially expensive re-creation of lost information. This year the Records Center is gaining additional capacity for storage of electronic media. This new facility will have automatic fire suppression as well as meet applicable HVAC requirements for safe storage of electronic media. Look for a more detailed announcement this winter when the space is ready.

State Consolidated Stores (SCS) sells Records Center cartons. See the Office Section of the current catalog or call SCS at (608) 262-3133 or (800) 662-1727.

The State Records Center uses database software called Versatile. This software manages the interaction between retention schedules (RDA's) and the inventory. To help state agency staff gain a better understanding of the records management software, training sessions are offered. Check for this information on our web site: <http://www.doa.state.wi.us/dsas/recordsmgt/> You can also contact the DOA Records Management Section for dates, times and locations of this training. In addition "hands on one-on-one" training and technical support will be provided to those interested in using the advanced features of the software.

Group tours of the State Records Center for current and new customers are also available.

The Department is committed to providing customers economical and dependable records storage and retrieval services. After using a vendor to provide staff services for several months last year a decision was made to discontinue this approach and staff the State Records Center with state employees. We appreciate your patience and understanding during this transition. By August 2001, records storage and retrieval services should be restored to the level customers had become accustomed.

Customers with questions about the services of the State Records Center can contact Harold Coltharp, Supervisor, State Records Center, at (608) 266-2770 or e-mail at Harold.Coltharp@doa.state.wi.us.

COST CATEGORY	<u>STORAGE</u>		
	2001-2002	COMPARED TO 2000-2001	% CHANGE
RECORDS	\$0.29/cu ft./mo.	0.29	0.00%
TAPES/CARTRIDGES	\$0.11/tape/mo.	0.11	0.00%
CASES OF TAPES/CARTRIDGES	\$0.55/case/mo.	0.55	0.00%
BOXES STORED UNDER EXPIRED RDA'S	\$10.00/yr.	10.00/yr.	0%
TAPES/CARTRIDGES IN CENTER OVER 18 MO.	\$2.00/tape/yr.	2.00/yr.	0%
MICROFICHE (TUB)	\$0.11/mo.	0.11/mo.	0.0%
REEL MICROFILM	\$0.11/mo.	0.11/mo.	0.0%
APERTURE CARDS (TUB)	\$0.11/mo.	0.11/mo.	0.0%
FILE LEVEL STORAGE	\$0.015/mo.	0.015/mo.	0.0%

NOTE: There is no charge for pickup of records or authorized destruction or transfer based on approved RDA's.

<u>SERVICES</u>			
RECORD RETRIEVAL (paper, microforms, electronic media)	\$2.10/record	N/A	**
RECORD RETURN TO STORAGE (paper, microforms, electronic media)	Included in above	N/A	**
COMPUTER TAPE OR CARTRIDGE CASE RETRIEVAL	\$2.60/case	N/A	**
COMPUTER TAPE OR CARTRIDGE CASE RETURN TO STORAGE	Included in above	N/A	**
BOX RETRIEVAL	\$2.60/box	N/A	**
BOX RETURN	Included in above	N/A	**
CONFIDENTIAL DESTRUCTION (boxes/materials not in inventory)	\$2.65/box	2.65	0%
WITNESSED DESTRUCTION	\$90.00/500 lb. Trip Charge Per Location \$0.13 lb. over 500 lbs.	Same	0%
INTERFILES (add files to Existing inventory)	\$2.60/record	2.60	0%
FILE LEVEL DATA ENTRY	\$1.05/file	1.05/file	0%
COPY OF RECORD (1st 5 are free) (Self-service)	\$0.10/copy	0.10	0%
EMERGENCY RETRIEVAL (Any request after 4:30 PM weekdays and all weekend hrs.)	\$165.00/trip	165.00	0%
HOURLY RATE (Special projects, consulting)	\$18.00/hour	18.00/hour	0%

**Retrievals and returns of boxes, files or electronic media will be treated as one single transactions. See announcement for more information.